

# Defense Travel System

## Financial Systems Connectivity Guide



Version 1.0

11 September 2002

This document is controlled by the PROGRAM MANAGEMENT OFFICE-DEFENSE TRAVEL SYSTEM. A printed copy of this document is an uncontrolled copy.

## Document Approval Page

The following organizations have approved this document as evidenced by signature and date contained herein.\*

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Col Larry J. Schaefer, Program Director, PMO-DTS

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Weida Borkowski, Chief, Test and Integration Branch

\*Note: Original signatures are on file at the PMO-DTS.

## Document History

Control ID	Date	Version	Author	Description of Activity
PMO-GDE-T&I-091102-1.0	09-11-02	Preliminary	S. Carter	Preliminary document routed for approval.

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	SCOPE.....	1
1.2	ABBREVIATIONS .....	1
<b>2</b>	<b>ROLES AND RESPONSIBILITIES .....</b>	<b>1</b>
2.1	SITE POC OR LEAD DEFENSE TRAVEL ADMINISTRATION (LDTA).....	2
2.2	SERVICE AND AGENCY DTS REPRESENTATIVES .....	2
2.3	DISA DEBX SYSTEM MANAGER .....	2
<b>3</b>	<b>DADS CONNECTIVITY PROCESS ACTION STEPS .....</b>	<b>3</b>
3.1	STEP 1 - CONDUCT FIELDING LPV REQUIREMENTS COORDINATION-PLANNING MEETING..	3
3.2	STEP 2 - CONDUCT A PRODUCTION PLANNING COORDINATION MEETING .....	4
3.3	STEP 3 - PREPARE THE SITE DADS CONNECTIVITY ACTIVATION WORKSHEETS.....	4
3.4	STEP 4 - PREPARE FOR LIVE PROCESS VERIFICATION (LPV) .....	5
3.5	STEP 5 - CONDUCT LPV.....	5
3.6	STEP 6 - IOC DAY .....	6
3.7	STEP 7 - FOLLOW ON SUPPORT .....	6
	<b>APPENDIX A - DADS CONNECTIVITY ACTIVATION WORKSHEET.....</b>	<b>1</b>
	<b>APPENDIX B - DADS PRODUCTION TRANSITION GUIDE.....</b>	<b>1</b>

## LIST OF FIGURES

<b>FIGURE 1. DADS CONNECTIVITY PROCESS FLOW DIAGRAM.....</b>	<b>3</b>
--	----------

# 1 INTRODUCTION

The Defense Travel System (DTS) requires the connectivity of the applicable financial systems or Defense Accounting, Disbursing and Entitlement Systems (DADS) that support the organizations including tenant organizations at a site being fielded DTS. This guide describes the process for establishing connectivity to the financial systems through the Defense Electronic Business Exchange (DEBX).

## 1.1 Scope

This guide applies to DoD sites implementing DTS under the Phase II and III deployment methodology. This also applies to sites that are operational using the DTS Tailored configuration and planning to transition to DTS Full. The fielding site's Lead Defense Travel Administration (LDTA) or site POC will initiate the actions and tasks required in this guide.

## 1.2 Abbreviations

AAA	Authorized Account Activity
ADSN	Accounting & Disbursing Station Number
DADS	Defense Accounting and Disbursing Systems
DEBX	Defense Electronic Business Exchange
DECC	Defense Enterprise Computing Center
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
FSN	Fiscal Station Number
IPT	Integrated Process Team
ICD	Interface Control Document
IOC	Initial Operational Capability
LDTA	Lead Defense Travel Administration
LOA	Line of Accounting
LPV	Live Process Verification

# 2 ROLES AND RESPONSIBILITIES

The responsibilities, as described below, refer only to the duties related to financial systems connectivity aspects of the Defense Travel System. These duties are in addition to those responsibilities described in the Phase III Deployment Plan (provided in the DTS Phase III Fielding Toolkit). The current personnel

and their access phone numbers are provided on the DTS web page at <http://www.defensetravel.osd.mil>.

## **2.1 Site POC or Lead Defense Travel Administration (LDTA)**

1. Be responsible for initiating, planning and coordinating all the actions needed to establish DADS connectivity in DTS fielding for the fielding site's organizations.
2. Be the key POC for coordinating with the site's servicing finance and accounting POC or resource manager to identify all of the DADS that support each of the site's organizations including tenants.
3. Prepare the DTS Site Defense Accounting and Disbursing system (DADS) Connectivity Work Sheet(s) for each of the Site's DADS. A copy of the work sheet is included at appendix 1.
4. Coordinate issues or problems through the service and agency representatives for resolution.

## **2.2 Service and Agency DTS Representatives**

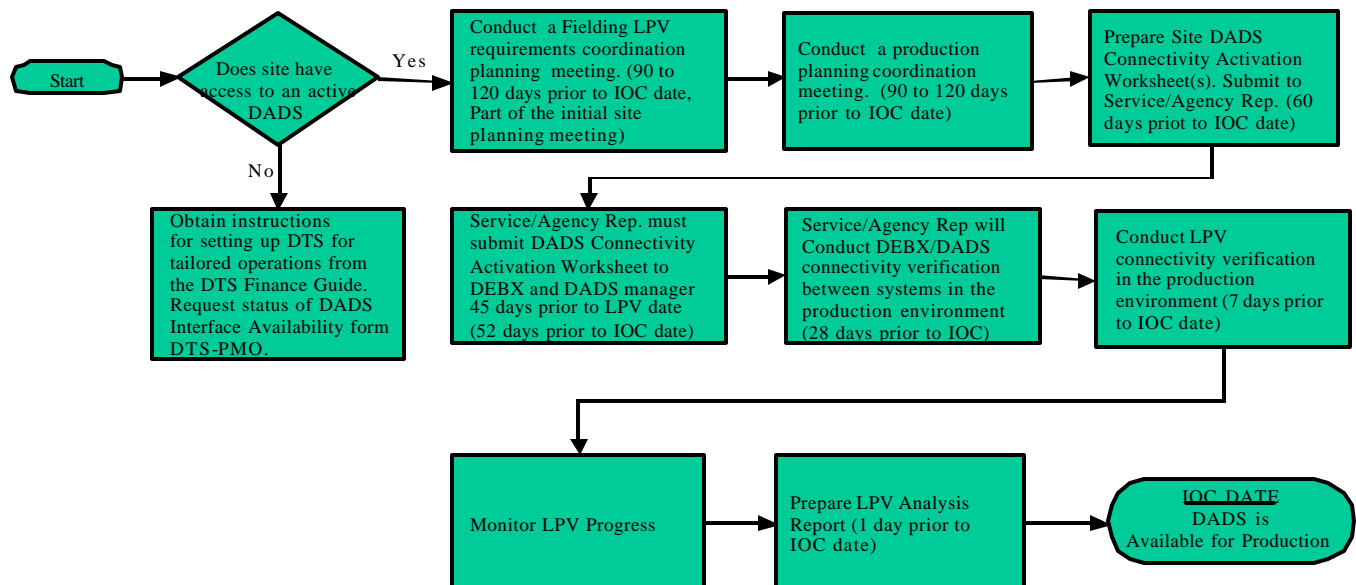
1. Approve sites designated for fielding DTS as a Phase III fielding site based on the availability of the applicable DADS for the site.
2. Validate that the DADS identified to support a fielding site are available or scheduled to be available to support a site by the date planned for the site's Live Process Verification (LPV) date, by coordinating with the DTS-PMO Test and Integration Branch Chief or designated representative.
3. Initiate requests for the development and testing of new DADS interfaces to DTS. This must be done at least 365 days prior to the site's LPV date. Consideration for getting the interface development approved and its priority is based on several factors including:
  - System life cycle, if it is a legacy system
  - The volume of DTS users that are projected to be processed by that DADS
  - The business case that the Service or Agency makes for the interface development.
4. Coordinate DADS connectivity requirements for all Phase III fielding sites and sites transitioning from DTS Tailored to DTS Full with the DISA DEBX system manager and the DFAS DTS project manager.
5. Monitor the progress of the DADS connectivity process and coordinate the resolution of connectivity issues.

## **2.3 DISA DEBX System Manager**

1. Activate DADS connectivity with the DEBX to support site fieldings based on timely receipt of the DTS Site DADS Connectivity Activation Worksheet(s) from DTS-PMO Production Transition Coordinator in the case of a Phase II site fielding and the Service and Agency Rep in the case of a Phase III site fielding.
2. Coordinate with the DISA Defense Enterprise Computing Centers (DECC) supporting the DADS and the DADS Managers to ensure system access permissions have been granted for transmission of DTS Transactions to support DTS Fielding sites.

### 3 DADS CONNECTIVITY PROCESS ACTION STEPS

This section describes the sequential actions that must be followed by the site POC or LDTA to establish connectivity to the DADS supporting both Phase II and III fielding sites. A fielding site initial DADS connectivity process flow diagram is depicted below at figure 1.



**Figure 1. DADS Connectivity Process Flow Diagram**

To aid in following these steps, the DTS PMO has prepared a DADS production transition guide to serve as a tool to help schedule, track, coordinate, and monitor the progress of establishing the site's DADS connectivity. This Guide is an MS Excel spreadsheet that can be customized to best support the needs of the site's LDTA. The following steps correspond to the ones in the DADS production transition guide. A copy of the guide is included in appendix 2.

#### 3.1 Step 1 - Conduct Fielding LPV requirements coordination-planning meeting

- This should be done 90 to 120 days prior to the site's Initial Operational Capability (IOC).

This will involve the LDTA meeting with the Services and Agencies DTS O-6 Representative to discuss their DADS connectivity requirements and to identify all of the DADS associated with the site.

- Discuss the requirement to prepare the DTS Site DADS Connectivity Activation Worksheet that supports all organizations at the site that are planned for fielding.
- If a DADS interface has not been developed to support the site, the Service or Agency Representative must request the interface development as described in paragraph 2.2, subparagraph 3. In this case, the site will be able to operate DTS in the DTS Tailored mode. Consult your Setup guide for the tailored set-up procedures.

### **3.2 Step 2 - Conduct a production planning coordination meeting**

- This next meeting must also take place between 90 and 120 days prior to the site's IOC Date.
- For **DTS Phase II fielding sites**, the meeting coordinator will be the DTS-PMO Production Transition Coordinator.
- For **DTS Phase III fielding sites**, the meeting coordinator will be the appropriate Service and Agency O-6 Representative or their designated POC.
- The goal of this meeting is to ensure everyone has a clear understanding of the requirements and responsibilities. In addition, it will identify the POCs and begin communication between DAD System managers, DISA DECC and DEBX system managers.
- During this meeting the DEBX system manager must ensure that all technical coordination is made for scheduling the activation of the DADS for the site.
- Information gathered at this meeting must be provided to the DTS-PMO Production Transition Coordinator who maintains the DTS test to production transition schedule. This matrix is a means of capturing POC data and DADS and site transition to production schedules. This information will be available on the DTS-PMO web site.

### **3.3 Step 3 - Prepare the Site DADS Connectivity Activation Worksheets**

- The site LDTA will prepare the worksheet 60 days prior to the site's IOC date. This will identify the DEBX channels that need to be opened, the supporting DFAS Field Sites, and other required technical data.
- The LDTA submits the worksheet to the DTS-PMO Production Transition Coordinator for
- Phase II sites or to the Service or Agency Representative for Phase III sites 60 days prior to IOC date.
- The DTS-PMO Production Transition Coordinator or Service and Agency Representative



capture the information on the sheets and will submit the worksheet(s) to the DADS and DEBX system managers NLT 45 days prior to the site LPV date (52 days prior to IOC date) for phase II fielding sites.

- The Service and Agency Representative will submit the worksheet(s) to the DADS and DEBX system managers for phase III fielding sites.
- The DEBX system manager will compare the data to the Interface Control Document (ICD) and Fielding schedule for the purpose of scheduling DTS production drops to support the appropriate DFAS Field Sites.

### **3.4 Step 4 - Prepare for Live Process Verification (LPV)**

- 28 days prior to D-DA (21 days prior to the LPV), the LDTA will contact the DTS-PMO Production Transition Coordinator for Phase II fielding sites or the Service or Agency Representative for Phase III fielding sites to get the status of DADS connectivity.
- The DTS-PMO Production Transition Coordinator for Phase II fielding sites or the Service or Agency Representative for Phase III fielding sites contacts the DADS and DEBX system managers to validate connectivity between DADS and DEBX and inform the sites.
- The DEBX system manager and the DADS technical manager will have a teleconference to discuss final details for establishing and confirming successful connections to support the DTS site being fielded and pass the results to the DTS-PMO Production Transition Coordinator for Phase II sites or the Service or Agency Representative for Phase III sites.

### **3.5 Step 5 - Conduct LPV**

- This will be conducted seven days prior to the IOC date in accordance with the DTS site setup guide. This is done to ensure that all transition to production are complete and the DADS, CUI, and DEBX interfaces are ready to support the fielding site. LPV activities differ slightly based on the DADS supporting the site. The activities include, but are not limited to: Transmitting live production transactions to the DEBX and DADS, security testing for connections between CUI, CTO, DEBX and DADS. For the DADS LPV, the site Lead DTA validates their site setup, LOAs, Authorizations, Obligations, voucher processing, DTS e-mail messages, etc.
- The LDTA will contact the DTS-PMO Fielding IPT Lead for Phase II fielding sites or the Service or Agency Representative for Phase III fielding sites two days prior to The IOC date to get results of the LPV analysis between the DEBX system manager and DADS technical POCs. This will verify that data is passing properly between the DTS component systems from the fielding site.
- The LDTA will conclude a successful LPV by requesting official approval for the site to conduct its DTS IOC date from the DTS-PMO Fielding Branch Chief for Phase II fielding sites or the Service or Agency Representative for Phase III fielding sites.

### **3.6 Step 6 - IOC Day**

Upon approval from the DTS-PMO Fielding Branch Chief for Phase II sites or to the Service or Agency Representative for Phase III sites, DTS is officially ready for operating DTS Full at the site.

### **3.7 Step 7 - Follow on Support**

The DTS-PMO Operations Branch Personnel for Phase II sites or the Service or Agency Representative for Phase III sites will continue to perform as a liaison between the fielding site, the DEBX and DADS system managers to coordinate resolution of any system connectivity issues that may arise.

## APPENDIX A - DADS CONNECTIVITY ACTIVATION WORKSHEET

### DTS Site Defense Accounting & Disbursing System (DADS) Connectivity Activation Worksheet

**Purpose:**
**DATE:** \_\_\_\_\_

This form is used to obtain all information required to activate the data communications between a fielding site's supporting DADS, Defense Business Exchange system (DEBX), and the DTS Common User Interface (CUI)

**Instructions:**
**Site Lead DTA:**

- Will collect the information for each item below and submit the worksheet(s) to the DTS-PMO Fielding Branch IPT Lead that supports your Service or Agency and furnish a copy to the Service or Agency Representative.
- Will submit the worksheets, by e-mail, to the Service or Agency Representative NLT 60 days prior to the site's Live Process Verification (LPV).

**NOTE:** A separate sheet must be prepared if items 10 thru 14 differ for any organizations at a site, including Tenant organizations.

**The DTS Service or Agency Representative:**

- Will provide this data to DEBX system manager \_\_\_\_\_ in OGDEN, UT and each of the DADS managers NLT 45 days prior to a the site's LPV date.

1. LPV Date (Activate DADS NLT date)	
2. Site name	
3. Site location	
4. Site POC	
5. Agency, Branch of Service, and Organization	
6. Phone #	
7. DSN #	
8. FAX #	
9. Email address	
10. FSN, AAA, or ADSN	
11. Name of the Accounting system	
12. Name of the Disbursing systems	
13. Name of the Entitlement system	
14. DFAS supporting Field Location(s):	
Worksheet prepared by:	
Phone Number:	

E-mail Address:	
-----------------	--

## APPENDIX B - DADS PRODUCTION TRANSITION GUIDE

Sequence Ref. No.	Status	Task Name	Est. Duration	Recommended Start Date	Start	Actual Start Date mm/dd/yy	Recommended Finish NLT Date	Actual Finish Date mm/dd/yy	Actual Duration	Finish	Task Description	Task Owner	Coordination With	Comments
1		Conduct a production planning coordination meeting. (120 to 180 days prior to Initial Operational Capability (IOC) date)	1		-120					-45	Ensure that a clear understanding of all requirements, responsibilities, and POCs are known between DAD System managers, DISA DECC & DEBX system managers, DFAS and DTS-PMO. They must ensure all technical coordination is made for scheduling map loading, newly tested DADS, and all aspects of the system transition to production. Use the DTS test to production Transition schedule summary to capture POC data and maintain this information	Site Lead DTA	Service or Agency Representative	
2		Conduct a Fielding LPV requirements coordination planning meeting. (90 to 120 days prior to IOC date)	1		-90					-90	Meet with the Service or Agency Representative to discuss their requirements to identify all of the DADS and associated data from the activation worksheet that supports organizations at sites planned for fielding over the next 120 days Data will be captured on the site activation work sheet (tab 2 of this workbook).	Site Lead DTA	Service or Agency Representative	
3		Provide DEBX Technical POC with DADS Technical POCs, and DTS-PMO POC names.	1		-60					-60	Through the Service and Agency Representative, provide DEBX Technical POC with DADS Technical POC names two months prior to the production date.  Use the DTS test to production transition schedule summary to capture and submit this information.	Site Lead DTA	Service or Agency Representative	

Sequence Ref. No.	Status	Task Name	Est. Duration	Recommended Start Date	Start	Actual Start Date mm/dd/yy	Recommended Finish NLT Date	Actual Finish Date mm/dd/yy	Actual Duration	Finish	Task Description	Task Owner	Coordination With	Comments
4		Confirm the DEBX channels that need to be opened and identify the DFAS Field Sites or other servicing finance organization that support the corresponding sites being fielded.	2		-45					-43	Submit the Site DADS Connectivity Activation Worksheets from the Fielding Branch IPT leads to identify the DEBX channels that need to be opened, the DFAS Field Sites and their corresponding supported sites and other technical data and pass to the DEBX technical POC. This data will be compared to the Interface Control Document (ICD) and Fielding schedule for the purpose of scheduling DTS production drops at the appropriate DFAS Field Sites (45 days prior to the site LPV date)	Site Lead DTA	Service or Agency Representative	
5		Conduct DEBX UDF Map drop within the month prior to required production date for the suite of DADS (Accounting, Disbursing and Entitlement systems)	1		-30					-15	Conduct DEBX UDF Map drop within the month prior to required production date. DISA DEBX-SM performs a map drop monthly on or about the 15th of each month. Ensure that the production drop is scheduled or request an emergency production drop if the scheduled drop cannot made.	Site Lead DTA	Service or Agency Representative	
6		Conduct LPV connectivity verification in the production environment	2		-10					-8	Conduct LPV. This is the Service or Agency Representatives validation that all actions to transition the DADS, CUI, & DEBX interfaces into production are complete and fully support the fielding site. Activities include but not limited to: DADS & DEBX data transmission for production, security testing for connections between CUI, CTO, DEBX and DADS. During this task, the Fielding branch validated their site setup, LOAs, Authorizations, Obligations, voucher processing, e-mail, etc.	Site Lead DTA	Service or Agency Representative	

Sequence Ref. No.	Status	Task Name	Est. Duration	Recommended Start Date	Start	Actual Start Date mm/dd/yy	Recommended Finish NLT Date	Actual Finish Date mm/dd/yy	Actual Duration	Finish	Task Description	Task Owner	Coordination With	Comments
7		Prepare LPV Analysis Report	1		0						0 Conduct LPV analysis by contacting the DEBX system manager and DADS technical POCs to verify that Data is passing between the systems from the fielding site. Prepare a message that outlines the results of the connectivity performance of the LPV and provide a recommendation about the site's readiness for IOC. Send Report to the Service or Agency Representative .	Site Lead DTA	Service or Agency Representative	
8		Monitor LPV progress	5		1				1	5	Maintain daily contact with the Service or Agency Representative to get a status of the Live Process Verification. Perform as a liaison between the fielding site, DEBX and DADS system managers to coordinate resolution of any system connectivity issues that may arise,	Site Lead DTA	Service or Agency Representative	
9		IOC DADS Availability for Production	0		7					7	DADS is officially approved for use at sites fielding the DTS	DTS-DTS-PMO Testing	Service or Agency Representative	